



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
 DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City

PURCHASE REQUEST

2023-06-0250

Department: Department of Education [DepEd]		PR No:	06/21/2023
Section / Office: SGOD- HRD and OSDS		SAI No:	
Stock No.	Unit	Item Description	Quantity Est. Unit Cost
		MEALS, SNACKS w/ ACCOMMODATION	
		2-DAY Live-In Division Training of Trainers on DepEd Memorandum No. 008, s. 2023 Titled "Multi-Year Guidelines on the Results-Based Performance Management System - Philippine Professional Standards for Teachers"	
1	pax	Inclusive: 2 breakfasts, 2 lunches, 2 dinners, 4 snacks, use of function hall and sound system in a training/ seminar-workshop set-up and two (2) days accommodation	115 1,500.00 345,000.00
		Terms of References:	
		to be conducted in Dipolog City, Zamboanga del Norte	
		*One (1) spacious functional hall to accommodate 179 pax per batch ; Availability of audio-visual equipment e.g. sound system, microphones, Philippine Flag, audio jack, video screen, etc.); Banquet set-up for meals; Strong & unlimited internet connection.	
		Proposed Menu: (Breakfast, AM Snacks, Lunch, PM Snacks & Dinner)	
		Breakfast: egg w/ ampalaya, boneless dried dangguit, chicken hotdog, sardines & rice and/or as agreed by end user and service provider	
		AM Snacks: kakanin and pineapple juice, tea	
		Lunch: rice, bam.i, fish fillet, beef steak, crab/chicken soup & assorted fruits and/or as agreed by end user and service provider	
		PM Snacks: lemon juice, cassava cake/ banana cake, tea	
		Dinner: rice, fish sinugba, chicken joy, chopsuey, pork adobo & assorted fruits and/or as agreed by end user and service provider	
		<i>Note: subject to change upon the request of the end-user in accordance to budget</i>	
		Add-ons:	
		Managed Buffet for facilitators and participants	
		*tarpaulin	
		*flowing coffee; flowing water	
		*alcohol/hand sanitizer	
		*Parking Space for at least 10% of the participants	
THREE HUNDRED FORTY FIVE THOUSAND PESOS ONLY			P 345,000.00

PURPOSE: Live-In Division Training of Trainers on DepEd Memorandum No. 008, s. 2023 Titled "Multi-Year Guidelines on the Results-Based Performance Management System - Philippine Professional Standards for Teachers" on July 7-9, 2023.

Signature:	Requested by:	Approved by:
	<i>R. P. Oculan III</i>	<i>Roy C. Tuballa Cesó VI</i>
Printed Name:	ROBERT P. OCULAN III	ROY C. TUBALLA CESO VI
Designation:	SEPS, HRD	Schools Division Superintendent
Date:	06/21/2023	

Photo-copy. Approved

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
RECEIVED
 DATE: JUN 21 2023
 TIME: 4:30 PM
 BY: *[Signature]*
 BIDS AND AWARDS COMMITTEE (BAC) OFFICE



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



REQUEST FOR QUOTATION

The Department of Education – Zamboanga Del Norte (DEPED) – Bids and Awards Committee (BAC) will undertake a Small Value Procurement **Live-in Division Training of Trainers on DepEd Memorandum No. 008 s. 2023 titled "Multi-Year Guidelines on the results-based performance management system-Philippine Professional Standards for Teachers" on July 7-9, 2023 (PR No. 2023-06-0250)** for FY 2023 in accordance with Section 53.9 of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the next page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than JUL 03 2023 10:00 A.M.** at the BAC Office, Schools Division of Zamboanga del Norte, Capitol Drive Estaka Dipolog City. Open submission may be submitted, manually or through email at zn.bac@deped.gov.ph

A copy of your 2023 Business/Mayor's Permit, PhilGEPS Registration Number, Tax Clearance, DTI/SEC/CDA, Certificate of Registration and Omnibus Sworn Statement is also required to be submitted along with your quotation/proposal.
 For any clarification, you may contact us at cellphone no. 0935-399-3224.

JUDITH V. ROMAGUERA CESO VI
 Assistant Schools Division Superintendent
 BAC CHAIRPERSON

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
		MEALS, SNACKS w/ ACCOMMODATION			
1	pax	2 DAY Live-in Division Training of Trainers on DepEd Memorandum No. 008 s. 2023 titled "Multi-Year Guidelines on the results-based performance management system-Philippine Professional Standards for Teachers" on July 7-9, 2023	115		
		Inclusive: 2 breakfast, 2 lunches, 2 dinners, 4 snacks, use of function hall and sound system in a training/ seminar – workshop set-up and two (2) days accommodation			
		Terms of References:			
		To be conducted in Dipolog City, Zamboanga del Norte			
		*one spacious function hall to accommodate 179 pax per batch; Availability of audio-visual equipment e.g. sound system, microphones, Philippine Flag, Audio jack, Video screen, etc.); Banquet set-up for meals; Strong & unlimited internet connection			
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		Add-ons:			
		Managed buffet for facilitators and participants			
		*tarpaulin			
		*flowing coffee: flowing water			
		*alcohol/hand sanitizer			
		*parking space for at least 10% of the participants			
		NOTHING FOLLOWS			
		TOTAL			

*The above quoted prices are inclusive of all costs and applicable taxes.

The Chairman
 Bids and Awards Committee

Division of Zamboanga del Norte
 Capitol Drive, Estaka, Dipolog City

Madame:

Pursuant to the terms and conditions of this bidding, I/We hereby submit my/our bid proposal with the prices opposite each item for which bidder's bond of _____ is herewith proposed/enclosed as guaranty for the faithful compliance of my/our obligations.

Very truly yours,

 Name & Signature of Bidder/Offeror

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100

CERTIFICATE OF CANVASS

THIS IS TO CERTIFY that the foregoing canvass / quotation was made in accordance with the government rules and regulation on any contract into and contain herein the following pertinent facts.

NAME OF DEALER	DATE RECEIVED	SIGNATURE

RADJIE G. ENERIO

Canvasser

12/15/02
Date of Canvass

BIDDERS CERTIFICATE

THIS IS TO CERTIFY that the undersigned of _____ located at _____ personally received the Invitation to Bid/Request for Quotations from Department of Education – Zamboanga del Norte Division duly signed by the Principal of the Entity on _____ and further certifies that:

1. The signatures affixed in the Invitation to Bid/Request for quotations as bidder is authentic as belonging to me or my authorized representatives;
2. That all the data/information and quotations reflected therein are true and correct;
3. That each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy or a true and faithful reproduction of the original and that all statements and information provided therein are true and correct;

Issued this _____ day of _____, in the City of Dipolog, Province of Zamboanga del Norte.

(Name of the Owner/Authorized Representative)

(Signature)

(Date)